

**Vacancy Announcement No. / Position Title**

**[FSN# 2012/48 \(T\) / Mason](#)**

**[FSN# 2012/48 / Mason](#)**

**[FSN# 2013/54 / Medical Research Scientist \(TB\)](#)**

**[FSN# 2013/66 \(T\) / Security Equipment Technician](#)**

**[FSN# 2013/66 / Security Equipment Technician](#)**

**[FSN# 2013/69 / Program Development Specialist](#)**

**[FSN# 2013/72 \(T\) / Executive Assistant](#)**

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**[FSN# 2013/76 / Medical Research Technician](#)**

**[FSN# 2013/77 \(T\) / Telephone Supervisor](#)**

**[FSN# 2013/77 / Telephone Supervisor](#)**

**FSN# 2012/48 (T)**

**Mason**

**OPEN TO:** All interested Candidates

**POSITION:** Mason, FSN-4, FP-AA (Trainee)

**OPENING DATE:** October 26, 2012

**CLOSING DATE:** Until Filled

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:**

Ordinarily Resident (OR): FSN-4, THB 251,050 per annum (starting salary)

Not Ordinarily Resident (NOR): FP-AA

**ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Bangkok is seeking an individual for the position of Mason in the Facilities Management (FM), located at Rajdamri Compound, American Embassy Bangkok.

**BASIC FUNCTIONS REQUIRED:**

To perform at journeyman level in masonry and building construction trade. Duties involve daily maintenance, repair and construction work of concrete floors, surfaces and pavement; masonry walls or masonry structures; wall tiles and floor tiles of the buildings and facilities maintained by the post. Work includes removal of concrete or masonry structures, alteration, rehabilitation and restoration of the buildings and facilities of the post.

**QUALIFICATIONS REQUIRED:**

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- (1) Completion of High School (Mathayom 6);
- (2) Two years of experience in building construction work;
- (3) Level II (Limited Knowledge) speaking/reading/writing in Thai and Level I (Rudimentary Knowledge) speaking/reading/writing in English. The candidate's eligibility will be based on the ability to achieve the appropriate the English Placement Test (EPT) that is conducted by the Regional Human Resources Office;
- (4) Must be able to operate various hand tools, power equipment and instrument;
- (5) Ability to drive and possess a valid Thai driver's license.

## **SELECTION PROCESS:**

When fully qualified, U.S. citizen Eligible Family Members (AEFMs) who are U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

## **ADDITIONAL SELECTION CRITERIA:**

- (1) Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
- (2) The candidate must be able to obtain and hold a security clearance.
- (3) A copy of Transcript and a copy of Thai driver's license are required to be submitted with the application package.
- (4) The candidate's eligibility will be based on the ability to achieve the appropriate the English Placement Test (EPT) that is conducted by the Regional Human Resources Office.
- (5) For non-Thai citizens, please also submit a copy of residence permit.
- (6) Do not attach a photo on DS-174 or resume.

## **TO APPLY:**

Interested candidates for this position must submit the following for consideration of the application:

- (1) Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174); or
- (2) A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B); or
- (3) A combination of both i.e. Section 1-24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; plus
- (4) Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
- (5) Any other documentation (e.g. TOEIC scores, essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

## **SUBMIT APPLICATION BY EMAIL TO:**

Regional Human Resources Office

E-mail address: [bkkrecruitment@state.gov](mailto:bkkrecruitment@state.gov) with your name and vacancy announcement number and position title on the subject line. Submit one e-mail per one vacancy announcement number.

**\*\* We will only accept applications by email. If you encounter a problem, please call the Regional Human Resources Office (02) 205-4991. Please do not attach a photo on an application form (DS-174) or resume that provides the same information found on the DS-174. If your photo is attached, your application will not be considered.\*\***

**CLOSING DATE FOR THE POSITION: Until Filled**

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**FSN# 2012/48**

**Mason**

**OPEN TO:** All interested Candidates

**POSITION:** Mason, FSN-5, FP-9

**OPENING DATE:** October 26, 2012

**CLOSING DATE:** Until Filled

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:**

Ordinarily Resident (OR): FSN-5, THB 324,136 per annum (starting salary)

Not Ordinarily Resident (NOR): FP-9 (Starting salary and final grade will be determined by Washington)

**ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Bangkok is seeking an individual for the position of Mason in the Facilities Management (FM), located at Rajdamri Compound, American Embassy Bangkok.

**BASIC FUNCTIONS REQUIRED:**

To perform at journeyman level in masonry and building construction trade. Duties involve daily maintenance, repair and construction work of concrete floors, surfaces and pavement; masonry walls or masonry structures; wall tiles and floor tiles of the buildings and facilities maintained by the post. Work includes removal of concrete or masonry structures, alteration, rehabilitation and restoration of the buildings and facilities of the post.

**QUALIFICATIONS REQUIRED:**

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- (1) Completion of High School (Mathayom 6);
- (2) Two years of experience in building construction work;
- (3) Level II (Limited Knowledge) speaking/reading/writing in Thai and English (TOEIC score of **400** or higher). \*\*The candidate's eligibility will be based on submission of a qualifying English Language TOEIC score tested no earlier than two years from the submission date;
- (4) Must be able to operate various hand tools, power equipment, and instrument;
- (5) Ability to drive and possess a valid Thai driver's license.

## **SELECTION PROCESS:**

When fully qualified, U.S. citizen Eligible Family Members (AEFMs) who are U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

## **ADDITIONAL SELECTION CRITERIA:**

- (1) Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
- (2) The candidate must be able to obtain and hold a security clearance.
- (3) A copy of Transcript is required to be submitted with the application package.
- (4) If short listed for an interview, a valid TOEIC score required prior to interview. The TOEIC must be taken within two years of the application submission date to be considered "VALID". ONLY EFM's CAN substitute a valid EPT score for the TOEIC score.
- (5) For non-Thai citizens, please also submit a copy of residence permit.
- (6) Do not attach a photo on DS-174 or resume.

## **TO APPLY:**

Interested candidates for this position must submit the following for consideration of the application:

- (1) Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174); or
- (2) A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B); or
- (3) A combination of both i.e. Section 1-24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; plus
- (4) Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
- (5) Any other documentation (e.g. TOEIC scores, essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

## **SUBMIT APPLICATION BY EMAIL TO:**

Regional Human Resources Office

E-mail address: [bkkrecruitment@state.gov](mailto:bkkrecruitment@state.gov) with your name and vacancy announcement number and position title on the subject line. Submit one e-mail per one vacancy announcement number.

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**CLOSING DATE FOR THE POSITION: Until Filled**

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**FSN# 2013/54**

**Medical Research Scientist (TB)**

**OPEN TO:** All interested Candidates

**POSITION:** Medical Research Scientist, FSN-12, FP-3

**OPENING DATE:** April 26, 2013

**CLOSING DATE:** Until Filled

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:**

Ordinarily Resident (OR): FSN-12, THB 1,439,657 per annum (starting salary)

Not Ordinarily Resident (NOR): FP-3 (Position Grade to be confirmed by Washington)

**ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Bangkok is seeking an individual for the position of Medical Research Scientist (TB) in its U.S. Centers for Disease Control and Prevention (CDC) Office, located at Soi Bamrasnaradura, Ministry of Public Health, Nonthaburi.

**BASIC FUNCTIONS REQUIRED:**

Serve as a Senior Medical Scientist and lead investigator for TB and HIV/AIDS projects implemented by CDC's Regional TB Program, World Health Organization, and other international partners in the region. Responsible for leadership, management, and oversight of new research program initiatives and protocols related to studies on TB and HIV prevention and control interventions. This position perform a variety of tasks in initiating, planning, organizing, implementing, coordinating, monitoring, and evaluating TB research and evaluation activities conducted by CDC's Regional TB Program. The incumbent plans, negotiates, and monitors contracts and grants. Provide guidance and supervision of five technical staff members. Develop and conduct training.

**QUALIFICATIONS REQUIRED:**

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

(1) Complete of M.D. degree with M.P.H. (Master's in Public Health or in Epidemiology) or advanced public health training, or Ph.D. degree (in Medical, Epidemiological, Biological, or Social Sciences) with advanced public health training is required;

(2) Minimum five years of progressively responsible work experience and leadership in epidemiology or public health practice, epidemiological research, clinical medical research, or related biomedical research.

At least 1 year of prior supervisory experience in order to lead and management project and staff is required;

(3) Level IV (fluent) speaking/reading/writing in English and Thai (must provide a copy of valid TOEIC score of **855** or higher with application) \*\*The candidate's eligibility will be based on the ability to achieve the appropriate English TOEIC score tested within two years of the application submission date;

(4) Must have an advanced knowledge of regional public health, medical, and infection control systems;

(5) Must have knowledge of disease surveillance and epidemiological research methods and procedures is required;

(6) Must have a broad perspective and thorough knowledge of the principles and practices of epidemiologic, biomedical, or related scientific research.

#### **ADDITIONAL SELECTION CRITERIA:**

(1) Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.

(2) The candidate must be able to obtain and hold a security clearance.

(3) A copy of academic transcript is required to be submitted with the application package.

(4) If short listed for an interviewed, a valid TOEIC score required prior to interview. The TOEIC must be taken within two years of the application submission date to be considered "VALID". ONLY EFMs can substitute a valid EPT score for the TOEIC score.

(5) For non-Thai citizens, please also submit a copy of residence permit.

(6) Do not attach a photo on DS-174 or resume.

#### **TO APPLY:**

Interested candidates for this position must submit the following for consideration of the application:

(1) Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174); or

(2) A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B); or

(3) A combination of both i.e. Section 1-24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; plus

(4) Any other documentation (e.g. TOEIC scores, essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

#### **SUBMIT APPLICATION BY EMAIL TO:**

Regional Human Resources Office

E-mail address: [bkkrecruitment@state.gov](mailto:bkkrecruitment@state.gov) with your name and vacancy announcement number and position title on the subject line. Submit one e-mail per one vacancy announcement number.

**\*\* We will only accept applications by email. If you encounter a problem, please call the Regional Human Resources Office (02) 205-4991. Please do not attach a photo on an application form (DS-174) or resume that provides the same information found on the DS-174. If your photo is attached, your application will not be considered.\*\***

**CLOSING DATE FOR THE POSITION: Until Filled**

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**FSN# 2013/66 (T)**  
**Security Equipment Technician**

**OPEN TO:** All interested Candidates

**POSITION:** Security Equipment Technician, FSN-5, FP-9, Trainee

**OPENING DATE:** May 17, 2013

**CLOSING DATE:** July 4, 2013

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:**

Ordinarily Resident (OR): FSN-5, THB 324,136 per annum (starting salary)

Not Ordinarily Resident (NOR): FP-9

**ALL NORDINARILY RESIDENT (NOR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Bangkok is seeking an individual for the position of Security Technician in its Engineering Service Center (ESC), located at 95 Wireless Road, American Embassy Bangkok.

**BASIC FUNCTIONS REQUIRED:**

Provide the repair and/or maintenance as well as installation service of unclassified technical security equipment in various designated post under the East Asia and Pacific Region including Bangkok, Chiang Mai, Phnom Penh and Vientiane.

**QUALIFICATIONS REQUIRED:**

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- (1) Completion of High Vocational school with completion and certificate in Electronics, Electrical, Mechanical, Technical or Engineering is required;
- (2) Four years of hands-on field experience in major repairs and installation of electrical or heavy duty mechanical equipment;
- (3) Level II (Limited knowledge) speaking/reading/writing in English (TOEIC score of **400** or higher).  
\*\*The candidate's eligibility will be based on the ability to achieve the appropriate English TOEIC score tested within two years of the application submission date;
- (4) Must be able to use the Computer Aided Design (CAD) software to create wiring diagrams and drawing the installed equipment;
- (5) Must be able to drive and possess a valid Thai's driver license.

## **SELECTION PROCESS:**

When equally qualified, U.S. Citizen Eligible Family Members (US EFMs) and U.S. Veterans who are legally residing in the country will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

## **ADDITIONAL SELECTION CRITERIA:**

- (1) Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
- (2) The candidate must be able to obtain and hold a security clearance.
- (3) A copy of Transcript and a copy of **Thai's driver license** are required to be submitted with the application package.
- (4) If short listed for an interview, a valid TOEIC score required prior to interview. The TOEIC must be taken within two years of the application submission date to be considered "VALID". ONLY EFMs can substitute a valid EPT score for the TOEIC score.
- (5) ONLY EFMs CAN substitute a valid EPT score for the TOEIC score.
- (6) For non-Thai citizens, please also submit a copy of residence permit.
- (7) Do not attach a photo on DS-174 or resume.

## **TO APPLY:**

Interested candidates for this position must submit the following for consideration of the application:

- (1) Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174); or
- (2) A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B); or
- (3) A combination of both i.e. Section 1-24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; plus
- (4) Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
- (5) Any other documentation (e.g. TOEIC scores, essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

## **SUBMIT APPLICATION BY EMAIL TO:**

Regional Human Resources Office

E-mail address: [bkkrecruitment@state.gov](mailto:bkkrecruitment@state.gov) with your name and vacancy announcement number and position title on the subject line. Submit one e-mail per one vacancy announcement number.

\*\* We will **only** accept applications by email. If you encounter a problem, please call the Regional Human Resources Office (02) 205-4991. Please do not attach a photo on an application form (DS-174) or resume that provides the same information found on the DS-174. If your photo is attached, your application will not be considered.\*\*

**CLOSING DATE FOR THE POSITION: July 4, 2013**

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**FSN# 2013/66**

**Security Equipment Technician**

**OPEN TO:** All interested Candidates

**POSITION:** Security Equipment Technician, FSN-6, FP-8

**OPENING DATE:** May 17, 2013

**CLOSING DATE:** July 4, 2013

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:**

Ordinarily Resident (OR): FSN-6, THB 362,706 per annum (starting salary)

Not Ordinarily Resident (NOR): FP-8

**ALL NORDINARILY RESIDENT (NOR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Bangkok is seeking an individual for the position of Security Technician in its Engineering Service Center (ESC), located at 95 Wireless Road, American Embassy Bangkok.

**BASIC FUNCTIONS REQUIRED:**

Provide the repair and/or maintenance as well as installation service of unclassified technical security equipment in various designated post under the East Asia and Pacific Region including Bangkok, Chiang Mai, Phnom Penh and Vientiane.

**QUALIFICATIONS REQUIRED:**

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- (1) Completion of High Vocational school with completion and certificate in Electronics, Electrical, Mechanical, Technical or Engineering is required;
- (2) Five years of hands-on field experience in major repairs and installation of electrical or heavy duty mechanical equipment;
- (3) Level II (Limited knowledge) speaking/reading/writing in English (TOEIC score of **400** or higher).  
\*\*The candidate's eligibility will be based on the ability to achieve the appropriate English TOEIC score tested within two years of the application submission date;
- (4) Must be able to use the Computer Aided Design (CAD) software to create wiring diagrams and drawing the installed equipment;
- (5) Must be able to drive and possess a valid Thai's driver license.

## **SELECTION PROCESS:**

When equally qualified, U.S. Citizen Eligible Family Members (US EFMs) and U.S. Veterans who are legally residing in the country will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

## **ADDITIONAL SELECTION CRITERIA:**

- (1) Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
- (2) The candidate must be able to obtain and hold a security clearance.
- (3) A copy of Transcript and a copy of **Thai's driver license** are required to be submitted with the application package.
- (4) If short listed for an interview, a valid TOEIC score required prior to interview. The TOEIC must be taken within two years of the application submission date to be considered "VALID". ONLY EFMs can substitute a valid EPT score for the TOEIC score.
- (5) ONLY EFMs CAN substitute a valid EPT score for the TOEIC score.
- (6) For non-Thai citizens, please also submit a copy of residence permit.
- (7) Do not attach a photo on DS-174 or resume.

## **TO APPLY:**

Interested candidates for this position must submit the following for consideration of the application:

- (1) Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174); or
- (2) A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B); or
- (3) A combination of both i.e. Section 1-24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; plus
- (4) Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
- (5) Any other documentation (e.g. TOEIC scores, essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

## **SUBMIT APPLICATION BY EMAIL TO:**

Regional Human Resources Office

E-mail address: [bkkrecruitment@state.gov](mailto:bkkrecruitment@state.gov) with your name and vacancy announcement number and position title on the subject line. Submit one e-mail per one vacancy announcement number.

\*\* We will **only** accept applications by email. If you encounter a problem, please call the Regional Human Resources Office (02) 205-4991. Please do not attach a photo on an application form (DS-174) or resume that provides the same information found on the DS-174. If your photo is attached, your application will not be considered.\*\*

**CLOSING DATE FOR THE POSITION: July 4, 2013**

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**FSN# 2013/69**

**Program Development Specialist**

**OPEN TO:** All Interested Candidates

**POSITION:** Program Development Specialist, FSN-11

**OPENING DATE:** June 7, 2013

**CLOSING DATE:** July 4, 2013

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:**

Ordinarily Resident (OR): FSN-11, THB 1,179,069 per annum (minimum starting salary)

The U.S. Embassy in Bangkok is seeking an individual for the position of Program Development Specialist in the U.S. Agency for International Development/Regional Development Mission for Asia (USAID/RDMA), Program Development Office (PDO), located at Athenee Tower, Wireless Road, Bangkok.

**BASIC FUNCTION OF POSITION:**

The Program Development Specialist (PDS) serves as one of the key Program Development Office (PDO) backstops and point of contacts with USAID RDMA technical managers and support offices focused on areas such as Environment, Health, Economic Growth, and Democracy and Governance. The PDS liaise with the technical offices on the PDO requirements and services including planning and reporting, portfolio implementation, budget and pipeline reviews, and procurement planning. Assist technical offices in activity monitoring and assessing impact and evaluations, ensuring that all related documents are of high quality and follow Agency program planning policy, and that activities fit within the Agency goals. Review and analyze procurement related documents and ensure all Agency requirements are met prior to obligation/commitment of funds. Work with other staff to develop improved systems that will provide the technical teams with information and tools to become more productive and efficient. The PDS also supports the PDO budget analyst on program budget planning, budget analysis, budget tracking, entering and up-dating data, presentation, advises on Agency requirements and procedures, and serves as a back-up contact for the PDO budget analyst with respect to budget allocation and required budget reporting. S/he has a role in preparing quantitative analyses, written and oral presentations and in using specialized computer programs or systems for such materials.

**QUALIFICATIONS REQUIRED:**

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

**(1)** Master's degree in a field relevant to development assistance, such as public administration, business administration, development planning or other related field of study in Sciences or Social Sciences;

(2) At least five years of progressively responsible, professional experience in the indicated field of designing and managing development assistance programs including experience in the analysis and interpretation of data, the presentation of findings in written and oral form, some experience in financial management in the public or private sector, and familiarity with Asia region's political, social and cultural context is essential;

(3) Level IV (Fluent) speaking, reading, writing and understanding of English (TOEIC score of **855** or higher);

(4) Proficiency with using MS Word, PowerPoint, Excel (particularly pivot table), the Internet, and the presentation of material incorporating effective graphics is critical;

(5) Ability to analyze development strategies including qualitative and quantitative data, and manage a variety of activities and data under tight deadlines including financial information, and presentation in concise form;

(6) Excellent communication, teamwork, and interpersonal skills in order to maintain collaborative and effective working relations with internal/external contacts, consultants, various partners, and other international organizations.

#### **ADDITIONAL SELECTION CRITERIA:**

(1) Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.

(2) The candidate must be able to obtain and hold a security clearance.

(3) A copy of academic transcript is required to be submitted with the application package.

(4) The candidate's eligibility will be based on the ability to achieve the appropriate English TOEIC score tested within two years of the application submission date.

(5) For non-Thai citizens, please also submit a copy of residence permit.

(6) Do not attach a photo on DS-174 or resume.

#### **TO APPLY:**

Interested candidates for this position must submit the following for consideration of the application:

(1) Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174); or

(2) A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B); or

(3) A combination of both i.e. Section 1-24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; plus

(4) Any other documentation (e.g. TOEIC scores, essays, certificates, awards) that addresses the qualification requirements of the position as listed above.



**SUBMIT APPLICATION BY EMAIL TO:**

Regional Human Resources Office

E-mail address: [bkkrecruitment@state.gov](mailto:bkkrecruitment@state.gov) with your name and vacancy announcement number and position title on the subject line. Submit one e-mail per one vacancy announcement number.

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**CLOSING DATE FOR THE POSITION: July 4, 2013**

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**FSN# 2013/72 (T)**  
**Executive Assistant**

**OPEN TO:** All interested Candidates

**POSITION:** Executive Assistant, FSN-8, FP-6, Trainee

**OPENING DATE:** June 7, 2013

**CLOSING DATE:** June 20, 2013

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:**

Ordinarily Resident (OR): FSN-8, THB 574,907 per annum (starting salary)

Not Ordinarily Resident (NOR): FP-6 (Position Grade to be confirmed by Washington)

**ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Bangkok is seeking an individual for the position of Executive Assistant in Department of Entomology, the Armed Forces Research Institute of Medical Sciences (AFRIMS), located at 315/6 Rajvithi Road, Bangkok 10400.

**BASIC FUNCTIONS REQUIRED:**

Serve as an Executive assistant to the Chief, Department of Entomology, AFRIMS. The jobholder oversees/executes all budget matters (i.e. budget planning and monitoring), accounting, contracts and collaborative agreements (e.g. CRADAs), and reports as directed by the Chief and as required by day-today department operations. Serves as the administrative liaison between the Chief, Department of Entomology and the Department's employees, field activities, and collaborators/visitors.

**QUALIFICATIONS REQUIRED:**

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

(1) Master's Degree in Business Administration, Finance, Resource Management, Budget Planning, Budget Management is required;

(2) One year of experience in managing an organization's finances. Experience in resource management, computer software and project management, financial management, corporate banking, forensic financial investigation or budget analysis with strong computer skills;

(3) Level IV (fluent) speaking/reading/writing in English and Thai (must provide a copy of valid TOEIC score of **855** or higher with application) \*\*The candidate's eligibility will be based on the ability to achieve the appropriate English TOEIC score tested within two years of the application submission date;

- (4) Must be able to review financial documents to ensure that Departmental procedures are legal and defensible;
- (5) Must understand contracts, cooperative agreements and international agreements as well as organizational budgetary processes;
- (6) Must be able to use PC and Microsoft Office applications.

**ADDITIONAL SELECTION CRITERIA:**

- (1) Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
- (2) The candidate must be able to obtain and hold a security clearance.
- (3) A copy of academic transcript is required to be submitted with the application package.
- (4) If short listed for an interview, a valid TOEIC score required prior to interview. The TOEIC must be taken within two years of the application submission date to be considered "VALID". ONLY EFMs can substitute a valid EPT score for the TOEIC score.
- (5) For non-Thai citizens, please also submit a copy of residence permit.
- (6) Do not attach a photo on DS-174 or resume.

**TO APPLY:**

Interested candidates for this position must submit the following for consideration of the application:

- (1) Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174); or
- (2) A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B); or
- (3) A combination of both i.e. Section 1-24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; plus
- (4) Any other documentation (e.g. TOEIC scores, essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

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Regional Human Resources Office

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**CLOSING DATE FOR THE POSITION: June 20, 2013**

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**FSN# 2013/72**  
**Executive Assistant**

**OPEN TO:** All interested Candidates

**POSITION:** Executive Assistant, FSN-9, FP-5 (Step 1 thru 4)

**OPENING DATE:** June 7, 2013

**CLOSING DATE:** June 20, 2013

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:**

Ordinarily Resident (OR): FSN-9, THB 640,463 per annum (starting salary)

Not Ordinarily Resident (NOR): FP-5 (Step 1 thru 4) (Position Grade to be confirmed by Washington)

**ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Bangkok is seeking an individual for the position of Executive Assistant in Department of Entomology, the Armed Forces Research Institute of Medical Sciences (AFRIMS), located at 315/6 Rajvithi Road, Bangkok 10400.

**BASIC FUNCTIONS REQUIRED:**

Serve as an Executive assistant to the Chief, Department of Entomology, AFRIMS. The jobholder oversees/executes all budget matters (i.e. budget planning and monitoring), accounting, contracts and collaborative agreements (e.g. CRADAs), and reports as directed by the Chief and as required by day-today department operations. Serves as the administrative liaison between the Chief, Department of Entomology and the Department's employees, field activities, and collaborators/visitors.

**QUALIFICATIONS REQUIRED:**

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

(1) Master's degree in Business Administration, Finance, Resource Management, Budget Planning, Budget Management is required;

(2) Two years of experience in managing an organization's finances. Experience in resource management, computer software and project management, financial management, corporate banking, forensic financial investigation or budget analysis with strong computer skills;

(3) Level IV (fluent) speaking/reading/writing in English and Thai (must provide a copy of valid TOEIC score of **855** or higher with application) \*\*The candidate's eligibility will be based on the ability to achieve the appropriate English TOEIC score tested within two years of the application submission date;

- (4) Must be able to review financial documents to ensure that Departmental procedures are legal and defensible;
- (5) Must understand contracts, cooperative agreements and international agreements as well as organizational budgetary processes;
- (6) Must be able to use PC and Microsoft Office applications.

**ADDITIONAL SELECTION CRITERIA:**

- (1) Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
- (2) The candidate must be able to obtain and hold a security clearance.
- (3) A copy of academic transcript is required to be submitted with the application package.
- (4) If short listed for an interview, a valid TOEIC score required prior to interview. The TOEIC must be taken within two years of the application submission date to be considered "VALID". ONLY EFMs can substitute a valid EPT score for the TOEIC score.
- (5) For non-Thai citizens, please also submit a copy of residence permit.
- (6) Do not attach a photo on DS-174 or resume.

**TO APPLY:**

Interested candidates for this position must submit the following for consideration of the application:

- (1) Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174); or
- (2) A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B); or
- (3) A combination of both i.e. Section 1-24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; plus
- (4) Any other documentation (e.g. TOEIC scores, essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

**SUBMIT APPLICATION BY EMAIL TO:**

Regional Human Resources Office

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**CLOSING DATE FOR THE POSITION: June 20, 2013**

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**FSN# 2013/76**

**Medical Research Technician**

**OPEN TO:** All interested Candidates

**POSITION:** Medical Research Technician, FSN-7, FP-7

**OPENING DATE:** June 14, 2013

**CLOSING DATE:** June 27, 2013

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:**

Ordinarily Resident (OR): FSN-7, THB 480,033 per annum (starting salary)

Not Ordinarily Resident (NOR): FP-7 (Position Grade to be confirmed by Washington)

**ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Bangkok is seeking an individual for the position of Medical Research Technician in its U.S. Centers for Disease Control and Prevention (CDC) Office, located at located at Silom Community Clinic.

**BASIC FUNCTIONS REQUIRED:**

The incumbent will perform as a liaison between the men who have sex with men and transgender community (MSM/TG) in Bangkok and the investigators of HIV prevention research efforts, such as but not limited to the HPTN 067 study (the ADAPT study), MTN 017 (microbicide trial network), and other potential new studies that could be launched in CDC's HIV/STD Research Program. The incumbent organizes and manages a Community Working Group (CWG) and acts as the moderator of the CWG. The incumbent must be able to effectively communicate with community members in a neutral and non-judgmental manner to facilitate and promote a free and open exchange between the investigators and the community.

**QUALIFICATIONS REQUIRED:**

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- (1) Bachelor degree in Science, Communications or other social science field is required;
- (2) Three years progressively responsible work in HIV/AIDS or public health program management, including direct experience with projects focusing on high-risk or hard-to-reach populations, interacting with supervisors, subordinates and professional staff from other institutions or organizations;

(3) Level IV (fluent) speaking/reading/writing in English and Thai (must provide a copy of valid TOEIC score of **855** or higher with application) \*\*The candidate's eligibility will be based on the ability to achieve the appropriate English TOEIC score tested within two years of the application submission date;

(4) Must have general (technical Familiarity) knowledge of the Thai public health system and current HIV/AIDS prevention, care and support policies and practices;

(5) Have adequate knowledge (practical and theoretical) of the development of strategies and social science focusing on community involvement of high-risk populations, functioning as the MSM/TG liaison for the CDC program.

#### **ADDITIONAL SELECTION CRITERIA:**

(1) Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.

(2) The candidate must be able to obtain and hold a security clearance.

(3) A copy of academic transcript is required to be submitted with the application package.

(4) If short listed for an interview, a valid TOEIC score required prior to interview. The TOEIC must be taken within two years of the application submission date to be considered "VALID". ONLY EFMs can substitute a valid EPT score for the TOEIC score.

(5) For non-Thai citizens, please also submit a copy of residence permit.

(6) Do not attach a photo on DS-174 or resume.

#### **TO APPLY:**

Interested candidates for this position must submit the following for consideration of the application:

(1) Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174); or

(2) A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B); or

(3) A combination of both i.e. Section 1-24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; plus

(4) Any other documentation (e.g. TOEIC scores, essays, certificates, awards) that addresses the

#### **SUBMIT APPLICATION BY EMAIL TO:**

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**CLOSING DATE FOR THE POSITION: June 27, 2013**

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**FSN# 2013/77 (T)**  
**Telephone Supervisor**

**OPEN TO:** All interested Candidates

**POSITION:** Telephone Supervisor, FSN-5, FP-9, Trainee

**OPENING DATE:** June 14, 2013

**CLOSING DATE:** June 27, 2013

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:**

Ordinarily Resident (OR): FSN-5, THB 324,136 per annum (starting salary)

Not Ordinarily Resident (NOR): FP-9 (Position Grade to be confirmed by Washington)

**ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Bangkok is seeking an individual for the position of Telephone Supervisor in its Information Resource Management/ Information Program Office, located at 120-122 Wireless Road, Bangkok.

**BASIC FUNCTIONS REQUIRED:**

The Telephone Switchboard Supervisor is responsible for all areas concerning the overall leadership/management for the processing and handling of diplomatic, official, and emergency telecommunications to include all of its equipment and human resources. Incumbent is responsible for the supervision of (9) telephone operators/interpreters/shift leaders and ensures the switchboard is adequately and efficiently staffed 24/7 365 days a year. Incumbent must be able to work without the direct American supervision and provide first echelon emergency communications for Mission Thailand.

**QUALIFICATIONS REQUIRED:**

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- (1) Bachelor degree in Liberal Arts, Communications or Business Administration is required;
- (2) Two years experience as a Telephone Switchboard Operator is required;
- (3) Level IV (fluent) speaking/reading/writing in English and Thai (a copy of valid TOEIC score of **855** or higher is required) \*\*The candidate's eligibility will be based on the ability to achieve the appropriate English TOEIC score tested within two years of the application submission date;
- (4) Must be able to work as a backup operator for any rotational shift in case of emergency;



- (5) Must be able to maintain and update database/documents via different computer technologies;
- (6) Able to manage a large staff to support all telecommunications operations.

**ADDITIONAL SELECTION CRITERIA:**

- (1) Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
- (2) The candidate must be able to obtain and hold a security clearance.
- (3) A copy of academic transcript is required to be submitted with the application package.
- (4) If short listed for an interview, a valid TOEIC score required prior to interview. The TOEIC must be taken within two years of the application submission date to be considered "VALID". ONLY EFMs can substitute a valid EPT score for the TOEIC score.
- (5) For non-Thai citizens, please also submit a copy of residence permit.
- (6) Do not attach a photo on DS-174 or resume.

**TO APPLY:**

Interested candidates for this position must submit the following for consideration of the application:

- (1) Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174); or
- (2) A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B); or
- (3) A combination of both i.e. Section 1-24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; plus
- (4) Any other documentation (e.g. TOEIC scores, essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

**SUBMIT APPLICATION BY EMAIL TO:**

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**CLOSING DATE FOR THE POSITION: June 27, 2013**

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**FSN# 2013/77**

**Telephone Supervisor**

**OPEN TO:** All interested Candidates

**POSITION:** Telephone Supervisor, FSN-6, FP-8

**OPENING DATE:** June 14, 2013

**CLOSING DATE:** June 27, 2013

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:**

Ordinarily Resident (OR): FSN-6, THB 362,706 per annum (starting salary)

Not Ordinarily Resident (NOR): FP-8 (Position Grade to be confirmed by Washington)

**ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Bangkok is seeking an individual for the position of Telephone Supervisor in its Information Resource Management/ Information Program Office, located at 120-122 Wireless Road, Bangkok.

**BASIC FUNCTIONS REQUIRED:**

The Telephone Switchboard Supervisor is responsible for all areas concerning the overall leadership/management for the processing and handling of diplomatic, official, and emergency telecommunications to include all of its equipment and human resources. Incumbent is responsible for the supervision of (9) telephone operators/interpreters/shift leaders and ensures the switchboard is adequately and efficiently staffed 24/7 365 days a year. Incumbent must be able to work without the direct American supervision and provide first echelon emergency communications for Mission Thailand.

**QUALIFICATIONS REQUIRED:**

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- (1) Bachelor degree in Liberal Arts, Communications or Business Administration is required;
- (2) Three years experience as a Telephone Switchboard Operator is required;
- (3) Level IV (fluent) speaking/reading/writing in English and Thai (a copy of valid TOEIC score of **855** or higher is required) \*\*The candidate's eligibility will be based on the ability to achieve the appropriate English TOEIC score tested within two years of the application submission date;
- (4) Must be able to work as a backup operator for any rotational shift in case of emergency;

- (5) Must be able to maintain and update database/documents via different computer technologies;
- (6) Able to manage a large staff to support all telecommunications operations.

**ADDITIONAL SELECTION CRITERIA:**

- (1) Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
- (2) The candidate must be able to obtain and hold a security clearance.
- (3) A copy of academic transcript is required to be submitted with the application package.
- (4) If short listed for an interview, a valid TOEIC score required prior to interview. The TOEIC must be taken within two years of the application submission date to be considered "VALID". ONLY EFMs can substitute a valid EPT score for the TOEIC score.
- (5) For non-Thai citizens, please also submit a copy of residence permit.
- (6) Do not attach a photo on DS-174 or resume.

**TO APPLY:**

Interested candidates for this position must submit the following for consideration of the application:

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**CLOSING DATE FOR THE POSITION: June 27, 2013**

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